

CONTINUITY OF OPERATIONS PLAN

U.S. GEOLOGICAL SURVEY
INDIANA DISTRICT OFFICE
INDIANAPOLIS, INDIANA

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June 30, 2003

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U.S. GEOLOGICAL SURVEY INDIANA DISTRICT OFFICE INDIANAPOLIS, INDIANA

1. Building Address and Description

U.S. Geological Survey
5957 Lakeside Boulevard
Indianapolis, Indiana 46278

The Indiana District Office of the U.S. Geological Survey (USGS), Water Resources Division, is located in Indianapolis and consists of a Data Section, a NAWQA section, two special investigations sections (Geohydrologic Investigations and Hydrologic and Environmental Quality Investigations), and three support units (Administrative, Computers, and Publications). The District Office occupies approximately 19,000 square feet of privately-owned space leased by the General Services Administration (GSA) and is occupied by about 48 full and part-time employees. During summer months, an additional six to eight students temporarily may be employed. Business hours are from 7:30 AM to 4:00 PM on Monday through Friday; although, many employees enjoy flexible work schedules such that the building generally is occupied from 6:00 AM to 6:30 PM. Employees sometimes work on weekends.

The building is single-story and primarily is constructed of concrete block, steel, and glass. The building is situated within a light industry/office complex that also contains offices for several other Federal agencies including U.S. Department of Agriculture and U.S. Customs. The current lease expires in 2004 with a 5-year renewal option at that time. In addition to offices and meeting rooms, the District office contains a library; a laboratory, primarily used for checking of equipment and preparation of samples for shipment; a shop area; and warehouse space, used to store field equipment, records, and project files. A wooden fenced parking lot provides space for approximately 30 Government vehicles and boats and is located adjacent to the shop and warehouse space. The interior of the office space and warehouse is finished according to local building codes and GSA standards. The property managers, CB Richard Ellis Company, and GSA inspect the building on a regular basis and routine maintenance and upkeep are done as needed.

The Marion County Sheriff Department patrols the area on an infrequent basis. The Federal Protective Service does patrol the area, generally evenings and weekends, and has inspected the building. The office is notified when there are general alerts for governmental operations. The building has a security system to detect unauthorized entry, and the system is activated when the building is unoccupied. If an unauthorized entry is detected, the alarm notifies the Federal Protective Service who notifies the

Marion County Sheriff and one of the District management staff (a list of the District management staff is maintained by the Federal Protective Service for notification purposes). During business hours, visitors enter the building into a locked reception area and must check through the administrative section to gain access to the building.

The Indianapolis Power and Light Company provides utilities to the building for electricity; the Indianapolis Water Company provides water service; the Indianapolis Department of Public Works provides sewer service; and GSA and Ameritech Corporation provide telephone and computer lines. Maintenance of telephone equipment is by Xeta; maintenance of the security alarm system is by Honeywell. The building does not have an uninterrupted power supply (UPS) for general service.

Senior Facility Manager: James A. Stewart, District Chief, (317) 290-3333, extension 175, jstewart@usgs.gov

Point of contact for the plan: Richard F. Duwelius, Supervisory Hydrologist, (317) 290-3333, extension 174, rduweli@usgs.gov

2. Essential Functions and Activities

The mission of the USGS Water Resources Division is to provide information to describe the quantity and quality of the Nation's water resource. The staff of the Indiana District collect, analyze, report, and archive data for surface and ground water, precipitation, water use, and aquatic organisms. Reports published by the District are used to assess the effect of human activities and natural phenomena on water and biological resources; determine the effects of toxic substances in water, sediment, and biota; evaluate hazards associated with natural phenomena such as floods and droughts; and plan for water use.

3. Vital Records, Systems, and Equipment

Vital official paper records include property, time and attendance, personnel, and related administrative information that are stored in the Administrative section. Official electronic records of property, time and attendance, and related administrative information and backup computer tapes are kept in the Computer section. A full backup of the computer system is done each month and the backup tapes are mailed to Michael Shipira at the Illinois District in Urbana, Illinois.

Vital telecommunication and computer equipment are located throughout the office. In the computer room are the servers that contain the water data bases and associated software (NWIS), the administrative data bases and associated software (AIS), the computers used for accessing remote instrumentation in order to download real-time data, the computer used for processing and storing geographical information system

(GIS) data, and the server used to provide many resources to the PCs distributed throughout the District. All of the computer equipment is on uninterruptible power supplies.

In addition, the District Office has telecommunications equipment in the computer room. This includes a router and CSU that connect to the channels of a T1 line used for both long-distance voice connections and data connections on the wide-area network (MCI).

Should a catastrophic event make the Indiana District Office unavailable, computer and telecommunications equipment would need to be acquired and set up elsewhere. Headquarters personnel, in particular those involved with the WRD networking, would need to be intimately involved in this process. Should the proper type of computer needed for AIS and NWIS not be readily available, District data bases would be added to those of another District. In any case, backup tapes stored offsite would need to be used. Up to 1 month of processing would likely be lost because offsite tapes are replaced every month. A minimal number of PCs could first be configured and put on a LAN for interacting with the data bases, downloading real-time data, and display on the Web. The number of PCs could gradually be expanded to accommodate more District personnel.

Original records of surface-water, ground-water, and water-quality data are kept in project files in offices throughout the building.

There are no historical artifacts, art, or other similar materials or objects in the facility.

4. Plan Implementation and Activation/Deactivation

The Indiana District has prepared an emergency plan to be enacted under conditions described in the plan including fire, hazardous material spills, natural disasters, and bomb or terrorist threat. All District employees were provided with copies of the plan and have received instructions regarding the plan.

A. Responsibilities/Order of Succession

<u>Name/Title</u>	<u>Office Phone</u>	<u>Home Address</u>	<u>Home Phone</u>	<u>Email</u>
James A. Stewart, District Chief, Indiana	(317) 290-3333, 175	5805 E. 675 South Waldron, Indiana	(765) 525-6856	jstewart@usgs.gov
Richard F. Duwelius Supv Hydrologist	(317) 290-3333, 174	4743 N. Bluffwood Drive Indianapolis, Indiana 46228	(317) 298-9482	rfduweli@usgs.gov
Scott E. Morlock Supv Hydrologist	(317) 290-3333, 153	423 N. Washington St Danville, Indiana 46122	(317) 718-7545	smorlock@usgs.gov
Paul M. Buszka Supv Hydrologist	(317) 290-3333, 179	14722 Wheatfield Lane Carmel, Indiana 46032	(317) 580-9063	pmbuszka@usgs.gov
Jeffery W. Frey Supv Hydrologist	(317) 290-3333, 151	855 W. 44 th St Indianapolis, Indiana 46	(317) 926-6544	jwfrey@usgs.gov
Charles G. Crawford Hydrologist	(317) 290-3333, 176	1865 Cherry Tree Road Avon, Indiana 46123	(317) 272-8269	cgcrawfo@usgs.gov
Lucy G. Arvin Admin Officer	(317) 290-3333, 122	368 Rainbow Boulevard Indianapolis, Indiana	(317) 271-2312	lgarvin@usgs.gov
Robert R. Holmes, Jr. District Chief, Illinois	(217) 344-0037, 3005	1510 White Pine Drive Champaign, Illinois 61820	(217) 239-9397	bholmes@usgs.gov

B. Warning and Notification

During duty hours, if an incident occurs that requires the identification of location or status of employees or visitors, key officials would use the paging system to have employees convene at a central location, followed by a room-by-room search. If immediate evacuation were necessary, employees and visitors would be notified by the paging system. Physically impaired employees and/or visitors would be assisted by staff members, as appropriate. In the event of an evacuation, employees would convene in the grassy area south of the building or an appropriate safe area and wait for further instructions by a key official.

During off-duty hours, in the aftermath of an incident or event interrupting operation of the USGS office, key District personnel would contact employees by telephone. A list of all employees is updated and distributed to members of the Indiana District Office. In addition, the Administrative Operations Clerk maintains an emergency employee file with home phone numbers and emergency contacts. Supervisors are responsible for communicating with their subordinates in the threat of and/or aftermath of an emergency. Employees are encouraged to check with their supervisors after an emergency.

C. Relocation/Alternate Sites

In the event of an emergency in which the USGS could not occupy its normal office space, key officials would relocate to an alternate site. Possible alternate sites include the offices of the Department of Agriculture, National Resources and Conservation Service; Indiana University/Purdue University at Indianapolis; or vacant office space in the office park. Duties of key Indiana District personnel would include communication with affected employees or their families, visitors, and the public support service for affected employees (administrative services), protection of persons, facilities, equipment, and re-establishment of normal functions and activities of the Indiana District. Arrangements could be made for employees to work from home or from designated areas. If new space were needed, it would be acquired with help from GSA. Approximately 19,000 square feet of office space would be required for USGS Indiana District employees.

5. Risk Assessment and Mitigation

A. General Assessment

Possible Risk	Likelihood	Consequences
Fire	Possible	Injuries, damage to building and property, employee evacuation
Flood	Not likely	Damage to building and property
Explosion	Remote	Injuries, damage to building and property, employee evacuation
Heavy rain	Occasionally	Possible property and equipment damage from roof leaks
Heavy snow	Occasionally in winter	Snow/ice on roads, parking lot, and sidewalks, possible property and equipment damage from roof leaks
Tornado	Possible	Injuries, damage to building, possible property and equipment damage from exposure
Earthquake	Possible	Damage to building and property, power outages, disruption of utilities
Lightning	Frequently in summer	Power outages, damage to equipment and/or phone system
Power outage	Occasionally	Loss of data, damage to equipment
Terrorist threat	Not likely	Disruption of function

All Indiana District employees are given an “Emergency Plan” handbook. Instructions are given on the following topics:

- First aid and CPR
- Fire
- Tornado
- Bomb Threat
- Earthquake
- Building Security
- Explosions
- Evacuation
- Hazardous Materials
- Location of safety equipment

B. Plan Scenarios

Possible Risk	Course of Action
Fire	Call Pike Township Fire Department at 911; use fire extinguisher if small, contained fire; evacuate building
Flood	Notify employees if roads are impassable
Explosion	Call Pike Township Fire Department at 911; evacuate building
Heavy rain	Notify employees if roads are impassable
Heavy snow	Notify employees if roads are impassable
Tornado	Move employees into interior rooms until “all clear” message given over local radio and TV stations and/or relayed to employees by office intercom
Earthquake	Evacuate building, if necessary; call 911, if there are injuries; notify utility companies if service is disrupted
Lightning	Keep employees indoors until storm has subsided
Power outage	Call Indianapolis Power and Light Company to report outage; if long-term outage, dismiss employees for the day.
Terrorist threat	Call Marion County Sheriff, Federal Protection Service, and FBI; lock all building entry doors; evacuate building, if appropriate.

6. Succession and Delegation of Authority

Following are the order of succession for District Chief, Indiana District, and for other points of contact, in the event of an emergency:

Order of Succession for District Chief			
Name	Title	Office extension	Home Phone
James A. Stewart	District Chief	175	(765) 525-6856
Richard F. Duwelius	Supervisory Hydrologist	174	(317) 298-9482
Scott E. Morlock	Supervisory Hydrologist	153	(317) 718-7545
Paul M. Buszka	Supervisory Hydrologist	179	(317) 580-9063
Jeffery W. Frey	Supervisory Hydrologist	151	(317) 926-6544
Charles G. Crawford	Hydrologist	176	(317) 272-8269
Jeff Martin	Hydrologist	148	(317) 257-3707
Les Arihood	Hydrologist	168	(317) 876-3471
Bret Robinson	Hydrologist	188	(317) 883-1056

Order of Succession for Point of Contact (other than the District Chief)			
Name	Title	Office extension	Home Phone
Lucy G. Arvin	Administrative Officer	122	(317) 271-2312
Magello N. Gonzales	Computer Specialist	117	(317) 329-7571
Lee R. Watson	Safety Officer	134	(317) 257-8992

7. Emergency Operations

A. Mission Sustaining

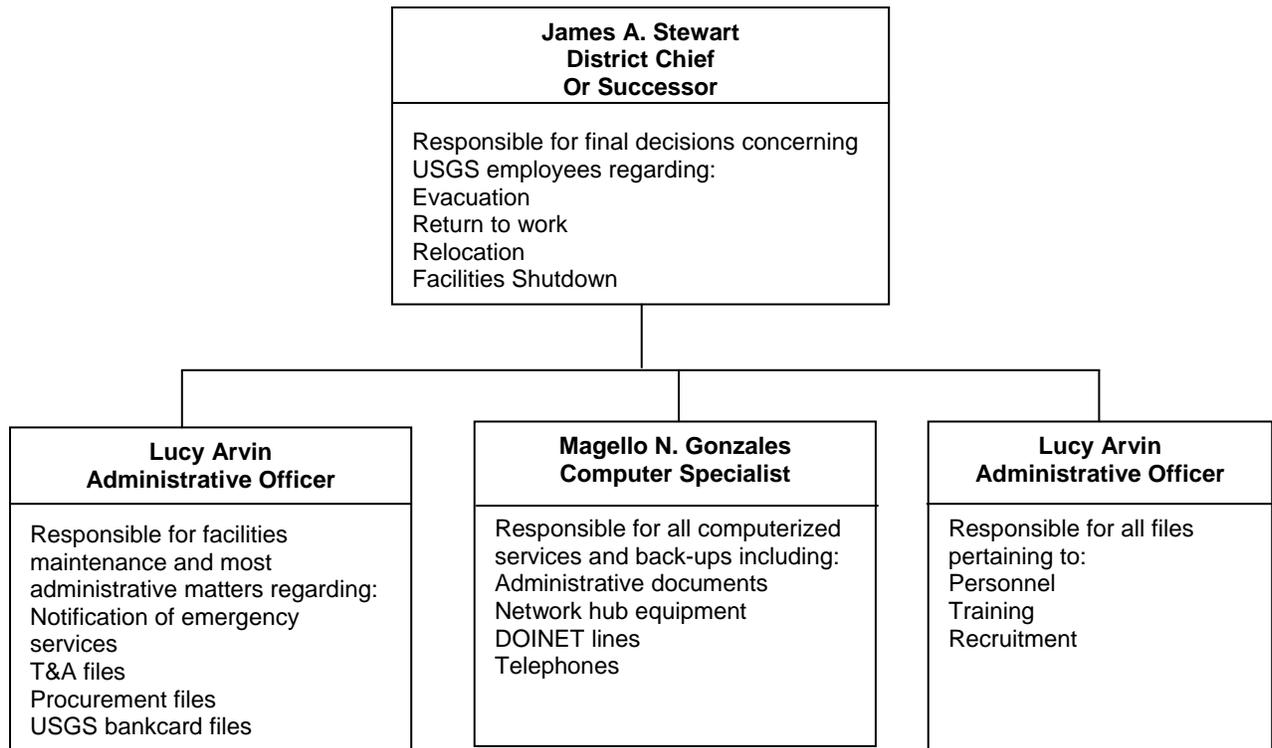
In the event of an emergency during which the facilities of the District Office could not be occupied, the entire management staff (order of succession listed under 6) would meet at an alternate location. Duties of the management staff would include: communication with affected employees or their families, visitors, and the public; support services for affected employees (personnel, payroll), acquisition of temporary office space, protections of persons, facilities, equipment, etc., re-establishment of normal functions and activities at the District Office and continuation of functions located at field locations. The alternate location will be acquired within a 1-week time period. GSA will obtain the required space.

B. Facilities and Building Support

In the event of an emergency in which the facilities of the District Office were destroyed, efforts would begin with GSA to locate alternate space. If facilities were not destroyed,

but damaged, efforts would begin to arrange for repairs through the property managers, through GSA, and local contractors. If essential equipment were destroyed, procurement processes would begin to replace it.

C. Emergency Organization Chart



D. Other emergency management or response organizations and officials

- Pike Township Fire and Rescue – 911
- Hospital/Ambulance – 911
- Local law enforcement – 911
- FBI – (317) 639-3301 (Indianapolis, Indiana)
- Marion County Sheriff – (317) 231-8200
- Federal Protective Service – (312) 353-0735, or (877) 719-4894
- Property managers – CB Richard Ellis Company (317) 291-8830
- General Services Administration – Building: Michael Palmer, (317) 226-5314
Security: Robert Rochon, (317) 226-5947,
or (888) 964-4675

8. Restoring Normal Functions

A. Mission Sustaining

Key officials will have the time and attendance files, as well as the backup disks necessary to submit hours for employees. They also will have the bankcards necessary to begin any necessary procurement actions. Financial management records, if destroyed, can be obtained online through USGS FFS and TABS system. Property records also are available online through the USGS property management system.

B. Facilities and Building Support

Key officials will begin by restoring power to the District Office, if necessary, and will initiate any needed repairs immediately. All work will be done in cooperation with the property managers and GSA.

9. Identification of Employees

If an incident occurs which requires the identification of the location or status of employees, visitors, etc., key officials would use the following methods:

- A. Use the paging system, if possible
- B. Consult the employee sign-in books to determine who is in building
- C. Conduct office-by-office searches, if necessary

10. Communications

To communicate (1) warning of potential threat, or (2) in the aftermath of an incident or event interrupting operations, key officials would contact local radio and TV stations to broadcast a message to our employees and customers, as well as placing a message on the homepage of the Indiana District Web site. For subsequent communications, updates and phone numbers for contacts would be provided on the Web site.

11. Training and Exercises

The staff of the District Office will be briefed annually on the Continuity of Operations Plan. Evacuation drills will be practiced periodically. The plan will be updated annually by the Safety Officer. The employee listing will be updated as changes occur.

Plan Updates	
Revised by:	Approved by:
Bret A. Robinson (9/20/2001)	
Bret A. Robinson (1/31/2002)	